

IMPORTANT INFORMATION FROM THE CITY OF NORFOLK

BUSINESS LICENSE REQUIREMENTS FOR FARMERS MARKET VENDORS

If you are a farmer who sells **only self-grown products**, OR if you are a vendor of seafood who sells **only self-caught seafood**, please note the following:

- You must complete the **City of Norfolk Business License Application Form** and return it to the Commissioner of Revenue; and
- You must complete a **"Farm or Domestic Products" Affidavit**, and have it notarized.



Both of these documents are available from the Commissioner of Revenue. The only cost incurred will be for the notary. To download a copy of the forms, please visit our website at <http://www.norfolk.gov/revenue/bustax/bt-forms.htm>. You may pick up the forms at the Commissioners Office, City Hall Bldg., 810 Union St., 1st Floor, East Wing.

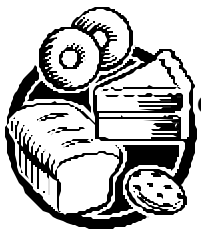


All other farmers market vendors, (Including those selling products NOT self grown), please note the following:

- If your business uses a name that does not identify the owner of the business, the **trade name must be registered** in the Norfolk Circuit Court. This cost is **\$10.00**;
- You must complete the **City of Norfolk Business License Application Form** (obtain from the Commissioner of the Revenue office or website), and **purchase a City of Norfolk Business License**. The cost of the **Business License** is **\$50.00**.

In addition, **if you are a vendor that sells prepared food**, please note the following:

- The vendor must pass an **inspection by the Health Department**, and **present a copy the certificate to the Commissioner of Revenue**;
- The vendor must complete the **Meal Tax Registration Form** (obtain from the **Commissioner of Revenue office or website**);
- The vendor must post a Meal Tax Bond only if the annual gross receipts at the Farmers Market Location are expected to exceed \$25,000; and
- The vendor must submit monthly by the 20th of the month the food and beverage tax collected the previous month. The food & beverage tax in Norfolk is 6.5%.



IMPORTANT CONTACT NUMBERS:

BUSINESS LICENSE – 441-2270

MEALS TAX – 441-2270

ZONING - 664-6502